

What is AutoSum?

AutoSum is a built-in Excel feature that automatically creates a **SUM formula** to add numbers in a row or column.

It is one of the most used functions and can be found in:

Home tab > Editing group

Formulas tab > Function Library

This tool saves time, reduces manual errors, and improves productivity in spreadsheets.

Steps to use AutoSum:

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Select a cell next to the numbers you want to add:

Below for columns, right for rows

Click the **AutoSum** button

Press **Enter** to complete the formula

You can adjust the range manually if Excel selects the wrong cells.

Tip: Use **Alt + =** as a keyboard shortcut.

Additional AutoSum Features

Use with other functions: AVERAGE, COUNT, MAX, MIN. Access them from the AutoSum drop-down menu

Visible cells only:

When data is filtered or in a table (Ctrl + T), AutoSum uses **SUBTOTAL**, adding only visible cells

Multiple totals at once: Select several cells and apply AutoSum to total multiple rows or columns at once

Troubleshooting AutoSum

AutoSum may not work if numbers are formatted as text.

Signs: Left-aligned numbers, green triangle in corner

Fix: Select cells → click warning sign → Convert to Number

Also avoid text outputs in formulas, e.g.:

=IF(A1="OK", "1", "0") → gives text, not numbers

Use: =IF(A1="OK", 1, 0) to allow correct AutoSum calculation

Item	Jan	Feb
Apples	\$120	\$320
Oranges	\$200	\$190
Lemons	\$220	\$210
Grapes	\$180	\$170
Peaches	\$300	\$310
Total		

Item	Jan	Feb	Mar	Total
Apples	\$120	\$320	\$200	
Oranges	\$200	\$190	\$0	
Lemons	\$220	\$210	\$220	
Grapes	\$180	\$170	\$240	
Peaches	\$300	\$310	\$190	
Total				

Item	Jan	Feb	Mar
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Peaches	\$300	\$310	\$190
Total	\$1,020		

CONCLUSION

AutoSum makes Excel faster and easier.

With correct use, it saves time and improves your work.

AutoSum is a simple but powerful tool in Excel. It helps you save time, avoid mistakes, and work more efficiently when adding numbers. By understanding how to use AutoSum correctly, including shortcuts and special options, you can improve the way you work with data in Excel.

HOW TO USE AUTOSUM IN EXCEL

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Reference. <https://www.ablebits.com/office-addins-blog/howto-autosum-excel/>